



PUBLIC WORKS & UTILITIES
Engineering Division

October 30, 2009

Tel 360.473.5270
Fax 360.473.5398
3027 Olympus Drive
Bremerton, WA 98310

Joanne LaBaw
U.S. EPA Region 10
1200 6th Avenue
Seattle, WA 98101

Re: Project Update - Old Bremerton Gas Works Site

Dear Joanne,

I wanted to update you on our plans for moving forward on the Old Bremerton Gas works site. We are preparing a memorandum summarizing the investigations to date that will also present possible cleanup approaches and estimated associated costs. A draft memorandum will be submitted for your review when available. Once it's finished, the next step will be to present the memorandum at a public meeting according to the Public Involvement Plan developed for the project. For your reference, I'm sending you a copy of the plan (dated December 2006). I'm also sending you a copy of the fact sheet that was used for the public meeting held for the site on December 5, 2006.

The public meeting will be held at 6:30 PM on 19 November, 2009 at the Norm Dicks Government Center in Bremerton. The meeting room will be the main floor council chambers. To announce the upcoming meeting, we will do the following:

- Fact sheet – Distributed to project stakeholders at least one week prior to the meeting. Distribution will be accomplished by hand delivery of the fact sheet to residences and businesses located in the project neighborhood. The fact sheet will also be mailed to the owners of the subject properties.
- Public notice – A public notice will be placed in the Kitsap Sun newspaper approximately one week prior to the meeting date.
- Web Page – Project information will be posted on the City's website.

We expect the meeting will be attended (at a minimum) by the property owners, City staff, Parametrix staff, and yourself. Public comment will be solicited and recorded for the project files.

Please feel free to call me if you have any questions or concerns. I look forward to seeing you at the meeting.

Sincerely

Lynn Price, P.E.
Project Manager

Enclosures (2)

1009-26

BREMERTON-014346

Brownfields Assessment Cooperative Agreement Quarterly Report

Grantee Name: City of Bremerton
Cooperative Agreement Number: BF – 9604651 - 0
Start Date: 07/20/2006 End Date: 09/30/2009 Quarterly report number: #12
Date submitted: October 27, 2009 Federal fiscal quarter(s) covered by report: #3-2009
Prepared by: Lynn Price, P.E., Project Manager, 3027 Olympus Drive, Bremerton, WA, 98310, email: lprice@ci.bremerton.wa.us, phone number: 360-473-5272
Submitted by [if different]: Same as above
This Quarterly Report is provided to Joanne LaBaw, EPA Project Officer, by electronic copy

ACTIVITIES PERFORMED DURING THE QUARTER

Modifications to Work Plan or Budget: There is no change to the work plan or budget. The primary Contract remains the same.

Delays encountered during this reporting period include:

No delays to report this period.

Assessment Activities: None during this quarter. All assessment work under the Brownfields grant has been completed. Further assessment work is currently being performed under a TBA.

Redevelopment Activities: None during this quarter.

Community Involvement: No activity this period. The Community Involvement Phase is not anticipated until the TBA results are obtained and a full summary of all assessment activities can be prepared for communication to the public.

Meetings and Travel: No scheduled meetings and/or authorized travel to report this period.

Deliverables/Work Products: No deliverables or work product this report period.

ANTICIPATED ACTIVITIES NEXT QUARTER:

TASK 1 - PROJECT MANAGEMENT: Preparation of the Quarterly Progress Report and MBE/WBE Utilization Form.

TASK 2 - PUBLIC INVOLVEMENT: No activity anticipated in the next quarter.

TASK 3 - SITE CHARACTERIZATION:

No site characterization activities are anticipated in the next quarter.

BUDGET STATUS:

Please refer to Tables 1 and 2 below for a presentation of the current budget status.

FUNDS EXPENDED:

No grant funds were expended and no applications for payment were made during the quarter. A total of \$185,883.51 of the \$200,000.00 (92.94%) grant funds have been expended to date.

PROPERTY PROFILE FORM/FORM UPDATE:

No changes to report to the Property Profile this Quarterly Report.

Table 1 - Summary of Quarterly Expenses by Task for Report Period: 2-2009

Budget Categories	Task 1 (Project Management)	Task 2 (Public Involvement)	Task 3 (Site Characterization)	Total Quarterly Expenses	
Personnel	\$0	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	\$0	
Contractual	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Total Direct Charges	\$0	\$0	\$0	\$0	
Total Current Quarterly Expenses	\$0	\$0	\$0	\$0	
Cumulative Overall Project Expenses	\$24,876.77	\$0	\$161,006.74	\$185,883.51	

Table 2 - Summary of Expenses by Category for Report Period: 3-2009

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel	\$16,000	\$27,583.05	\$0	\$28,501.42	- \$12,501.42
Supplies	\$500	\$10.48	\$0	\$10.48	\$489.52
Contractual	\$181,500	\$155,361.96	\$0	\$155,913.21	\$25,586.79
Travel	\$2,000	\$1,458.40	\$0	\$1,458.40	\$541.60
Total Direct Charges	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49
Total Cumulative Expenses	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49

Attachment: MBE/WBE Utilization Form-Federal for Fiscal Quarter 3 (Apr-June, 2009).

Brownfields Assessment Cooperative Agreement Quarterly Report

Grantee Name: City of Bremerton
Cooperative Agreement Number: BF – 9604651 – 0
Start Date: 07/20/2006 End Date: 12/31/2009 Quarterly report number: #13
Date submitted: October 27, 2009 Federal fiscal quarter(s) covered by report: #4-2009
Prepared by: Lynn Price, P.E., Project Manager, 3027 Olympus Drive, Bremerton, WA, 98310, email: lynn.price@ci.bremerton.wa.us, phone number: 360-473-5272
Submitted by [if different]: Same as above
This Quarterly Report is provided to Joanne LaBaw, EPA Project Officer, by electronic copy

ACTIVITIES PERFORMED DURING THE QUARTER

Modifications to Work Plan or Budget: The grant period completion date was extended to December 31, 2009 to allow for completion of public involvement activities. The grant budget was adjusted to reflect a reallocation of remaining budget to the remaining tasks.

Delays encountered during this reporting period include:

No delays to report this period.

Assessment Activities: None during this quarter. All assessment work under the Brownfields grant has been completed. Further assessment work performed under a TBA was completed in August.

Redevelopment Activities: None during this quarter.

Community Involvement: No activity this period. The Community Involvement Phase will be completed next Quarter.

Meetings and Travel: No scheduled meetings and/or authorized travel to report this period.

Deliverables/Work Products: No deliverables or work product this report period.

ANTICIPATED ACTIVITIES NEXT QUARTER:

TASK 1 - PROJECT MANAGEMENT: Preparation of the Quarterly Progress Report and MBE/WBE Utilization Form.

TASK 2 - PUBLIC INVOLVEMENT: A public meeting is currently scheduled for 6:30 PM, November 19, 2009 at the Norm Dicks Government Center in Bremerton.

TASK 3 - SITE CHARACTERIZATION:

No site characterization activities are anticipated in the next quarter.

BUDGET STATUS:

Please refer to Tables 1 and 2 below for a presentation of the current budget status.

FUNDS EXPENDED:

No grant funds were expended and no applications for payment were made during the quarter. A total of \$185,883.51 of the \$200,000.00 (92.94%) grant funds have been expended to date.

PROPERTY PROFILE FORM/FORM UPDATE:

No changes to report to the Property Profile this Quarterly Report.

Table 1 - Summary of Quarterly Expenses by Task for Report Period: 4-2009

Budget Categories	Task 1 (Project Management)	Task 2 (Public Involvement)	Task 3 (Site Characterization)	Total Quarterly Expenses	
Personnel	\$0	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	\$0	
Contractual	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Total Direct Charges	\$0	\$0	\$0	\$0	
Total Current Quarterly Expenses	\$0	\$0	\$0	\$0	
Cumulative Overall Project Expenses	\$24,876.77	\$0	\$161,006.74	\$185,883.51	

Date: 09/09/09

SUMMARY-WORK PLAN BUDGET

TABLE includes only those tasks & activities funded with EPA funds.

1) Project management; 2) Public involvement; 3) Site investigation.

Budget Categories	Task 1 Project Management (reporting, coordination)	Task 2 Public Involvement (fact sheets, newsletters, meeting)	Task 3 Site Characterization , QAPP, ESA, Data analysis, Project Reports	TOTAL
1. Personnel Budget	\$13,500	\$0	\$16,950	\$30,450
2. Supplies Budget	\$0	\$40	\$10	\$50
3. Contractual Budget	\$20,500	\$3,500	\$144,000	\$168,000
4. Travel Budget	\$1,500	\$0	\$0	\$1,500
5. Other Budget	\$0	\$0	\$0	\$0

Table 2 - Summary of Expenses by Category for Report Period: ^{2/}~~2~~-2009

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel	^{33,450} \$16,000	\$27,583.05	\$0	\$28,501.42	-\$2,019.49 1,948.58
Supplies	⁵⁰ \$500	\$10.48	\$0	\$10.48	\$0 39.52
Contractual ^{168,000}	\$181,500	\$155,361.96	\$0	\$155,913.21	\$12,097 13,086.79
Travel ¹⁵⁰⁰	\$2,000	\$1,458.40	\$0	\$1,458.40	\$0 41.60
Total Direct Charges	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49 ✓
Total Cumulative Expenses	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49

Attachment: MBE/WBE Utilization Form-Federal for Fiscal Quarter 4 (July-Sep, 2009).